

I. Investment:

Tab No. 1

(show purchase price)

A. For an existing enterprise:

Tax Valuation

—

Market Appraisal

—

(show estimated start-up cost)

B. For a New Enterprise:

Trade Association Statistics

—

Chamber of Commerce Estimates

—

Market Surveys

—

C. Source of Investment:

Tab No. 2

Personal statement of net worth prepared by a
certified accountant

—

Transactions showing payment of sold property or
business (proof of property ownership and
promissory notes) and rental income (lease
agreements)

—

Voided investment certificates or internal bank
Vouchers and appropriate bank statement
crediting proceeds

—

Debit and credit advices for personal and/or

—

business account withdrawals

Audited financial statement —

Annual report of parent company —

Net worth statements from certificate professional accountants —

D. Evidence of Investment:

1. Existing Enterprise: Tab No. 3

Escrow —

Escrow account statement in the U.S. —

Escrow receipt —

Signed purchase agreement —

Closing and settlement papers —

Mortgage documents —

Loan documents —

Promissory notes —

Financial reports —

Tax returns —

Security agreements —

Assumption of lease agreement —

Business account statement for routine operations —

Other evidence —

2. New Enterprise:

Tab No. 4

Inventory listing, shipment invoices of inventory,
equipment or business related property —

Receipts for inventory purchases —

Canceled checks or official payment receipts for
expenditures —

Canceled check for first month's rent or full annual
advance rent payment —

Lease agreement —

Purchase orders —

Improvement expenses —

Initial business account statements —

Wire transfer receipts —

II. Marginally:

A. For Existing Business:

Tab No. 5

U.S. corporate tax returns —

Latest audited financial statement or non-review
statements —

Annual reports —

Payroll register —

W-2 and W-4 tax forms —

Canceled checks for salaries paid and/or
corresponding payroll account

—

B. For New Business:

Tab No. 6

Payroll register, records of salaries paid to
employees (if any), employee data including names,
rates of pay, copies of W-2's

—

Financial projections for next 5 years, supported by
a thorough business plan

—

Business income and corporate tax returns (proof of
registration, ownership, audited financial and review
engagements)

—

III. Real & Operating Commercial Enterprise:

Tab No.7

Occupational license

—

Business license/business permits

—

Sales tax receipt

—

Utility/telephone bills

—

Business transaction records

—

Current/commercial account statements

—

Letters of credit

—

Invoices from suppliers

—

Advertising leaflets

—

Business brochures/promotional literature

—

Newspaper clippings

—

IV. Executive/Managerial/Supervisory/Essential Skills:

Tab No.8

Letter from E-2 enterprise providing specific information on the applicant and the reasons for his/her assignment to the U.S. The letter must explain the employee's role in the U.S. company (job title and duties), the applicant's executive or supervisory responsibilities or, if not a supervisor, his/her specialist role, the level of education and knowledge required by the employee's position, his employment experience, progression of promotion or high level training or special qualifications and the reasons why a U.S. citizen or legal permanent resident cannot fill the position (if the position is not managerial or supervisory)

—

Letter from responsible official at U.S. company or office identifying the need for assigned employee.

—

Organizational chart showing current staffing pattern at U.S. company

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Evidence of executive, supervisory or specialized knowledge, education, experience, skills or training, such as certificates, diplomas or transcripts.

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